

MINNESOTA WEST COMMUNITY COLLEGE FACULTY ASSOCIATION

PROCEDURES FOR OBTAINING FACULTY DEVELOPMENT FUNDS

1. Submit the attached **Request for Faculty Development Funds** to the chairperson of the Faculty Development Committee at least two weeks before the scheduled activity is to take place.
 - *If the plan requires out of state/country traveling, you must submit a travel request form.
2. The Committee will confer and consider your request to see if you have met all the **Guidelines**. If you do not have a copy of the latest **Guidelines**, you can get one from the chairperson of the Committee.
3. Your application will be returned to you with approval or disapproval as soon as possible, with the signature of the chairperson and the amount allowed.
4. If the anticipated expenses for meals, lodging, and registration fees are at least \$50, the faculty member may request a travel advance (**Employee Expense Form**) from the College Business Office (Canby). This should be done **at least two weeks** before you need the money.
5. **Immediately** after the activity, complete a **Sema4 Employee Expense Report** (obtained in the Business Office). Attach all **original** receipts for meals, lodging, registration fees, travel expenses, etc., to the form and return promptly to the Business Office. Anything submitted **after 60** days is subject to taxes.
6. If the encumbered funds were not used entirely, inform the chairperson of the Committee **immediately**. This will allow the funding of other activities without delay. All funds must be encumbered by June 30 of each fiscal year.
7. Your reimbursement will be included in your paycheck as soon as possible.

Please submit requests to the campus chairperson.